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FACILITY DRILL

Blog - 2021 - April

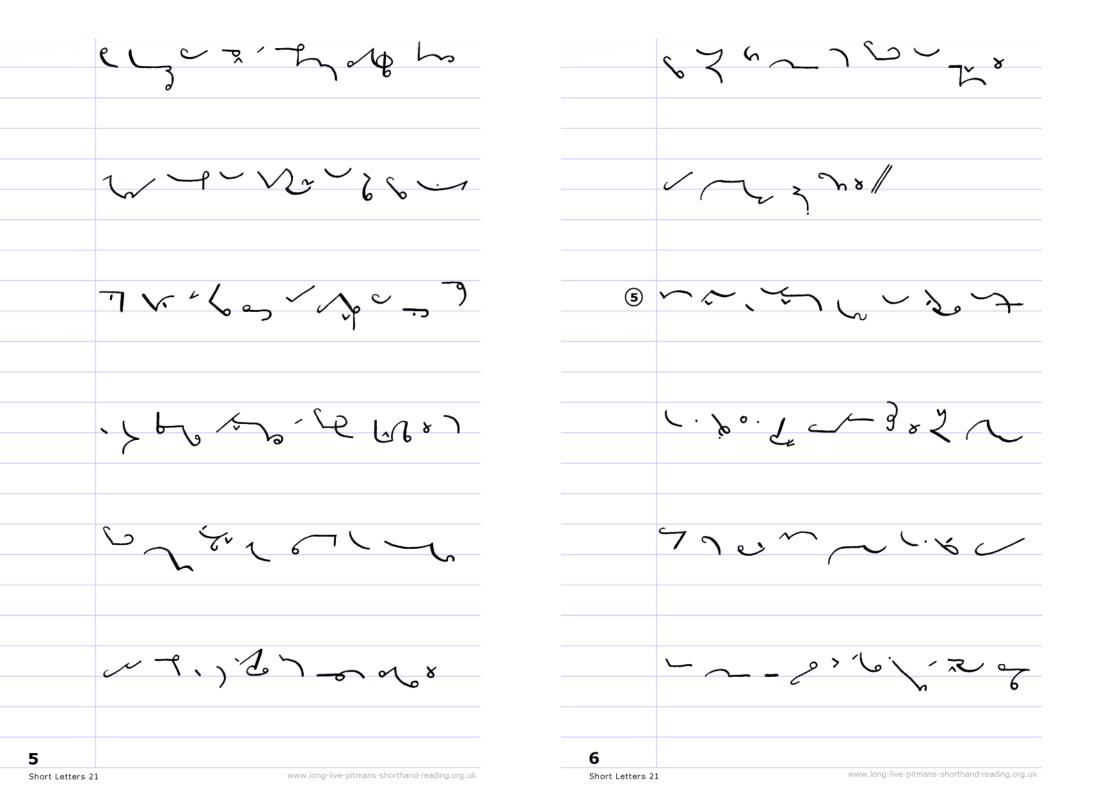
Short Letters 21

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Thank you for your letter in regard to your order which you placed with us last month. I am pleased to inform you that we are now able to send these goods and you will receive them within the next day by express courier. Please accept our apologies for this delay and we hope that you find the goods to your complete satisfaction. Please do not hesitate to contact us if there is any query or if you require any further information or advice. We look forward to being able to supply orders, now that the manufacturer has increased production. (100 words)

Thank you for contacting us to request details of our delivery services in your area. I have pleasure in enclosing our leaflet which gives full lists of services offered and rates for delivery to different regions. We are now offering a premium service which guarantees delivery within twelve hours, which is ideal for important documents that require a fast and secure passage between offices in different places. For an even greater saving, a yearly subscription ensures your documents get priority delivery within a timescale that suits you. I would be happy to discuss this with you if you are interested. (100 words)

With reference to our telephone conversation on Monday, I regret to have to say that we cannot supply the exact articles that you asked for. Production of these has ceased but we have an alternative similar product available at the same price, of which I enclose details for your consideration. If you would like to receive these, I will ensure your order is dealt with immediately, so that you can take delivery within a week of receipt of your instruction. This price will be held for one month and I hope that the items will be of interest to you. (100 words) Thank you for your letter asking about iob opportunities at this company. We do have several vacancies in our accounts and customer services departments at the moment, and if you are interested in pursuing any of these, please enter the code below on the jobs section of our website, in order to gain access to full descriptions, requirements and application form downloads. Your application may be made online, and if selected for interview, we would expect to see originals of your exam certificates. Please ensure that you make your application in good time. We look forward to hearing from you. (100 words)

I am writing to enquire if you have any openings in your company for a position as a junior clerical assistant. I shall be leaving college very soon and I am looking for a post where I can make good use of the office, computer and accounting skills that I have studied over the past year. My exam results are due in one week and I am confident that they will be positive. I already have a shorthand pass certificate at 90 words a minute and am aiming to take the hundred test shortly. I look forward to your reply. (100 words)

Your letter of last week enquiring about job opportunities has been passed to me for attention. I am the Head of the Outsourcing Department where we provide office staff for companies that need short and medium term help. We do have a great need for shorthand writers who can take minutes of meetings, as our clients are realising the value of having a trained independent person to do this. We also offer further training facilities where you can improve your speeds, English and report writing skills. We would be interested to hear from you if you would like to apply. (100 words)

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Thank you for your enquiry about our office services. We can certainly supply staff for you on a temporary basis to do this extra work that has become necessary in your business. We have several high speed writers who can attend all your meetings, and we will allocate one person to you to cover the whole of this period. All our staff are carefully tested for their aptitude and ability to do this demanding work, and we are confident that our staff will provide an excellent service for you, at a reasonable cost. We await your decision in due course. (100 words) (Total 700 words)

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